

EDITED TASK LISTING

CLASS: HEALTH PLANNING SPECIALIST II

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Perform research utilizing standard and complex research techniques and methods, and interpret data from a variety of sources (internet, publications, other government agency reports, California Department of Corrections (CDC) reports, community health care providers) to identify trends and issues in correctional health care programming and financing (i.e., medical parole) that produce short, intermediate, and long-term planning studies for health services, utilizing a variety of sources (internet, publications, other government agency reports, CDC reports, community health care providers) as directed.
2.	Analyze a variety of difficult and complex materials, including research reports, raw data, compiled data, published research, laws and regulations, policies and procedures, using standard and complex mathematical, statistical, comparative, trending and extrapolation methods, to prepare a variety of difficult and complex reports, confer with staff, respond to inquiries, etc. (i.e., issue papers, briefing documents and policy analysis), as directed.
3.	Serve as a liaison with Federal, State and local health planning groups and agencies, department managers and staff, professional organizations, universities, citizen advisory groups, committees, and others, utilizing communication, laws, rules, regulations and policies, to gather, compile and disseminate information, and identify trends and issues, and potential solutions to complex health care issues facing CDC, as directed.
4.	Participate in meetings and conferences with Federal, State and local health planning groups and agencies, department managers and staff, professional organizations, universities, citizen advisory groups, committees, and others, using communication, leadership, teamwork, analytical and organizations skills, to identify trends and issues on complex health care issues facing CDC, and identify potential solutions utilizing laws, rules, and regulations governing correctional health care, as directed.

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5.	Design complex study methodologies on critical health care issues to develop potential solutions, using appropriate and statistically valid research designs, data collection and analysis techniques, and qualitative and quantitative studies that provides accurate and current information on health care trends and issues pertaining to the delivery and financing of health care, as directed.
6.	Develop a variety of critical and complex reports (i.e., issue papers, briefing documents, policy analysis), based on research and data, utilizing comprehensive research and analytical techniques, to define trends and recommend solutions to complex health care issues facing CDC that can be used by executive staff to make policy, programmatic, and financial decisions related to the delivery of health care, as directed.
7.	Review plans and evaluations, prepared by CDC and others, using standard and complex analytical techniques, to determine the fiscal, programmatic, and operational impact, on the delivery of health care by Health Care Services Division (HCSD), and implementation required, if any, to maintain compliance with State, Federal, and CDC policies and procedures, as directed.
8.	Identify proposed legislation impacting programmatic and fiscal health care issues; using standard and complex analytical techniques, to provide program managers with current and critical legislation on an on-going and as directed basis.
9.	Coordinate the activities of HCSD in response to needs of the legislature and/or CDC to identify and analyze the impact of, or need for, proposed legislation; and draft language for proposed legislation, amendments; and statements of support or opposition, for CDC, using communication and writing skills, as directed.
10.	Function as a team leader, project coordinator, project manager, and/or facilitator on a variety of committees, task forces and projects to develop and implement HCSD strategic objectives; and to represent HCSD or CDC on committees, task forces and projects related to critical and/or sensitive health care issues of major importance to CDC, utilizing project management and group leadership techniques and practices, as directed.

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